



King County

**Department of Development and Environmental Services
Land Use Services Division**

900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

Submittal Instructions for Road or Drainage Variance Applications

Alternative formats available
upon request

In order to process your request, **three (3) copies** of each of the applicable information from the following list shall be submitted with each road and/or drainage variance application. Your application will be screened following submittal, and if any of the items are missing, the application will be considered incomplete. Applicable submittal requirements and application forms are available on the King County Web site at: www.metrokc.gov/ddes.

Variances from road or drainage standards may be granted provided that granting the variance will produce a compensating or comparable result which is in the public interest, and meet the objectives of safety, function, fire protection, and maintainability based upon sound engineering judgment.

Granting any variance that would be in conflict with the requirements of any other King County Code will require a separate review and approval process.

Items 1 through 4 apply to all road and drainage variance applications:

- ____ 1. **Completed Variance Application Form** Fill out top of appropriate form and provide 3 copies
 - A. Description
 - B. List applicable sections of standards, and
 - C. Justification must provide descriptive reports, analysis, and calculations as necessary. Submittal of photographs is optional but can be helpful and will often expedite the review.
- ____ 2. **Current Fee** Refer to Fee Schedule
- ____ 3. **Site Plan** 3 copies

Include drawings that show the lots, road layout, site improvements, and a vicinity map. Applicable engineering drawings should also be included. For road variances on short plat applications and right-of-way use permits, submit a current assessor's map with property highlighted in color.
- ____ 4. **Related Documents** 3 copies
 - A. Provide a list of all related applications, including the associated permit number.
 - B. A copy of the ordinance or DDES letter granting preliminary approval.
 - C. A copy of the conditions of approval for related permits.
 - D. A signed copy of either the Certificate of Applicant Status form OR Certificate and Transfer of Applicant Status form.

Check out the DDES Web site at www.metrokc.gov/ddes